

**Position – Maintain Address**

- Purpose** Use this procedure to maintain position address.
- Trigger** Perform this procedure when a positions address has changed.
- Prerequisites** The Address infotype must be created.
- End User Roles** In order to perform this transaction you must be assigned the following role:  
Organizational Management Processor










Change History	
Date	Change Description
11/5/2015	Create

**Menu Path** Human Resources → Organizational Management → Expert Mode → Position

**Transaction Code** PO13

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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

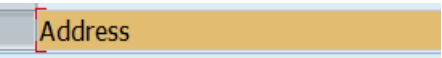
Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

1. Start the transaction using the above menu path or transaction code **PO13**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7.</p> <p><b>Example:</b> 70002821</p>

3. Click the box to the left of  to select.

Position Edit Goto Utilities Settings System Help

**Maintain Position**

Plan version 01 Current plan

Position 70002821 HR GENERALIST

Abbr. RTR1

Active Planned Submitted Approved Rejected

Infotype Name	S...
Relationships	✓
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	✓
Cost Distribution	✓
Address	✓

Time period

Period

From 11/05/2015 to 12/31/9999

☐ Today
 ☐ Current week


☐ All
 ☐ Current month

☐ From curr.date
 ☐ Last week

☐ To current date
 ☐ Last month

☐ Current Year

Select.

4. Click  (Copy) to copy and continue.

5.

**Copy Address**

Position  TAX POLICY SP 2  
 Planning Status   
 Validity  to  [Change Information](#)

Address   
 Subtype  Record  of

Address suppl.   
 House no/street  House number   
 Street   
 Zip Code  Old City Text   
 Country   
 State  Washington  
 County ☒  
 City ☒

Telephone no.   
 Fax number   
 Distance in km.



The first time the address is updated the Old City Text will display. After the position city has been updated with a City code the Old City Text will no longer display.

As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start Date	R	The start date of the new position address <b>Example:</b> 11/1/2015
Address Suppl.	O	This is an optional field.
House no/street	O	This is an optional field.
House Number	O	This is an optional field. <b>Example:</b> 123 MAIN ST
Street	O	This is an optional field.
Zip Code	O	This is an optional field. <b>Example:</b> 98507

Country	R	For all positions Select US. <b>Example:</b> US USA
State	R	For all positions Select WA. <b>Example:</b> WA Washington
County	R	This identifies the county the position is located. <b>NOTE:</b> If the position is located <b>out of the state</b> select code: 40-Out of State  If the position is located <b>out of the country</b> select code: 41-Out of Country <b>Example:</b> 34 - Thurston
City	R	This identifies the City the position is located.  Select the city from the drop down list.  <b>NOTE:</b> If the position is located <b>out of the state</b> select code: WA038-Out of State  If the position is located <b>out of the country</b> select code: WA039-Out of Country  <b>Example:</b> 51300 (OLYMPIA)
Telephone no.	O	This is an optional field.
Fax number	O	This is an optional field.
Distance in km.	N/A	Do not use this field.

Infotype Edit Goto Extras View System Help

Copy Address

Position TPS 2 TAX POLICY SP 2

Planning Status Active

Validity 11/01/2015 to 12/31/9999 [Change Information](#)

Address 01 S 70007568 1

Subtype Main address Record 1 of 1

Address suppl.

House no/street  House number

Street 123 MAIN ST

Zip Code 97507

Country US USA

State WA Washington


County 34 Thurston County


City 51300 OLYMPIA

Telephone no.

Fax number

Distance in km.

6. Click  (Enter) to validate the information.

7. Click  (Save) to save.

JobAttributes Create

Previous record will be delimited at end. Do you want to save?

[Yes](#) [No](#) [Cancel](#)

8. Click [Yes](#) (Yes) to confirm and continue.

9. You have completed this transaction.

Results
You have updated the new position address.
Comments
None.